



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday June 19, 2019

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Mayer.
2. Pledge of Allegiance – Led by President Mayer.
3. Roll Call – All present with the exception of Vice-President Pease.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

Public Comment Regarding:

- Budget – new positions.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for June 5, 2019.
 2. Approve Register of District Invoices.
 3. Approve the extension of the HERWIT Engineering Contract for services into Fiscal Year 2019-2020.
 4. Approve Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2019-2020, Accept Engineer's Report and Adopt Resolution No. 2019-05.
 5. Approve the Extension of Luhdorff and Scalmanini Contract Engineers for Services into FY 2019-2020.
- Item C-4 – Pulled for discussion.

Director Gutow – Regarding the HERWIT Engineering Report related to the analysis of Zone 9 and the other Zones; Zone 8, Zone 61, Zone 57.

General Manager Davies – Stated that Zone 9 is owned by the Town, no assessment for Zone 8 (no engineer report), and the remaining Zones are owned by the County.

Motion by: Director Leete to approve the Consent Calendar.

Second by: Director Graves.

Vote: Motion Carried – AYES: 4 – President Mayer, Director Graves, Director Leete, Director Gutow, NOES: 0, ABSENT: Vice-President Pease.

D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report – Battalion Chief Ross Macumber provided an update regarding the calls for service in Discovery Bay for May, auto safety, and firework drop-off.

E. PRESENTATIONS

1. Proclamation 19-02 – Proclaiming July 2019 Parks and Recreation Month – Parks Make Life Better. Recreation Programs Supervisor Kaiser – Provided the details of the July 2019 Parks and Recreation Proclamation.

Public Comment Regarding:

- Cornell Park and Community Center repairs and the Hofmann money used for improving the parks.
- Parks in Discovery Bay, assessment report, Zone 8, and Hofmann money for repairs to the parks.
- Hofmann money to be used for the Community Center Tennis Court repairs.

F. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of May.

Project Manager Sadler – Provided the details of the May 2019 Monthly Operations Report. There was discussion regarding a Veolia tour.

G. BUSINESS AND ACTION ITEMS

1. Open the public hearing on Resolution No. 2019-06, for consideration of Annual Fiscal Year 2019-20 District Operating, Capital and Revenue Budgets and Adoption of Resolution 2019-06, close the public hearing and consider adopting Resolution No. 2019-06.

Finance Manager Breitstein – Provided the details regarding updates to the Annual Fiscal Year 2019-20 District Operating, Capital and Revenue Budgets. Staff requests the adoption of Fiscal Year 2019-20 Operating, Capital, and Revenue Budget.

President Mayer – Opened the Public Hearing on Resolution No 2019-06 FY 2019-20 Operating, Capital and Revenue Budgets.

Public Comment Regarding:

- Budget publication, Zone 8 (income and expenses).

President Mayer – Highlighted the Districts Transparency.

There was discussion regarding allocation of the Hofmann money, breakout of expenses for the Community Center, Zone 8 Capital Improvement Projects, and the money related to the pool.

Motion by: Director Leete to move adoption and approval of Resolution No. 2019-06 FY 2019-20 Operating, Capital and Revenue Budgets.

Second by: Director Graves.

Vote: Motion Carried – AYES: 4 – President Mayer, Director Graves, Director Leete, Director Gutow, NOES: 0, ABSENT: 1 – Vice-President Pease.

Public Hearing Closed.

2. Discussion and Possible Action Regarding Establishing a Public Works Contracts Policy and Approve Resolution No. 2019-07.

General Manager Davies – Provided the details and background of establishing a Public Works Contracts Policy. There was discussion regarding the Public Works Contracts Policy.

Motion by: Director Graves to approve the Public Works Contracts Policy and approve Resolution No. 2019-07.

Second by: Director Leete.

Vote: Motion Carried – AYES: 4 – President Mayer, Director Graves, Director Leete, Director Gutow, NOES: 0, ABSENT: 1 – Vice-President Pease.

3. Discussion and Possible Action Regarding Contracting with CPS HR Consulting for Executive Recruitment Services for Finance Manager.

General Manager Davies – Provided the details regarding the approval of the Budget and the promotion of Dina Breitstein to Assistant General Manager and the contract with CPS HR Consulting for executive recruitment services for a Finance Manager. There was discussion regarding District staff and operations, and managing increased state mandates.

Motion by: Director Leete to authorize the General Manager to enter into an agreement with CPS HR Consulting for Executive Recruitment Services for Finance Manager in an amount not to exceed \$25,000.

Second by: Director Gutow

Vote: Motion Carried – AYES: 4 – President Mayer, Director Graves, Director Leete, Director Gutow, NOES: 0, ABSENT: 1 – Vice-President Pease.

4. Discussion and Possible Action to Approve the Notice of Completion and Final Payment for Well 4A and Well 2 Rehabilitation and Pump Upgrade Contracts.

General Manager Davies – Provided the details regarding the completion of the refurbishment of the Well 4A and Well 2. There was discussion regarding the project.

Motion by: Director Graves to approve the Notice of Completion and authorize the General Manager to release final payments to the contractors on the project, Roadrunner Drilling and Pump Company, Inc., and Kirby's Pump and Mechanical, Inc.

Second by: Director Leete.

Vote: Motion Carried – AYES: 4 – President Mayer, Director Graves, Director Leete, Director Gutow, NOES: 0, ABSENT: 1 – Vice-President Pease.

H. DIRECTORS' REPORTS

1. Standing Committee Reports.
2. Other Reportable Items.

I. MANAGER'S REPORT

None.

J. GENERAL MANAGER'S REPORT

General Manager Davies – Provided an update regarding the Town of Discovery Bay Guide.

K. CORRESPONDENCE RECEIVED (Information Only)

1. Received – Contra Costa County Aviation Advisory meeting minutes for April 11, 2019.
2. Received – Contra Costa County Aviation Advisory meeting minutes for May 9, 2019.
3. Received – East Contra Costa Fire Protection District meeting minutes for May 8, 2019.
4. Received – State Route 4 Bypass Authority meeting minutes for May 9, 2019.

L. FUTURE AGENDA ITEMS

None.

M. ADJOURNMENT

1. The meeting adjourned at 7:45 p.m. to the regular meeting on July 17, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 07-05-19

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